WEB-ERS Reporting Manual

Revised July 1, 2013

PERS
of MISSISSIPPI

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The Public Employees' Retirement System of Mississippi (PERS) is committed to providing secure retirement benefits and outstanding service to its current and future retirees.

Content in this manual is effective July 1, 2013.

Introducing PERS WEB-ERS (Web-based Employer Reporting System)

Thank you for using PERS Web-based Employer Reporting System (WEB-ERS) for reporting employee wage and contribution records. This application is intended to be used to create and transmit retirement wage and contribution records to the Public Employees' Retirement System of Mississippi (PERS).

WEB-ERS has been designed to allow member agencies to:

- Import reporting data from an external payroll source; or
- Modify reporting data from the previous month to create reporting data for the current month;
- Validate reporting data; and
- Submit files electronically to PERS.

The software is accessible via the Internet using a secure Internet site established by PERS. To access the WEB-ERS software, the authorized agency representative(s) must complete the WEB-ERS Authorization form and registration process to be established as an authorized user for the member agency/agencies reporting to PERS. The WEB-ERS Authorization form must be signed by the Agency Head and faxed to Employer Reporting.

Employer Reporting

800-444-7377 or 601-359-3589, *phone*

601-359-5262, *fax*

The form is available on PERS website at www.pers.state.ms.us and should be completed when adding or deleting authorized users.

**Report and Contribution Due Date**

Monthly reports and monthly contributions are due from the employer by the fifth working day of the month following the close of each calendar month. Delinquent reports will be assessed a daily penalty equal to 2 percent per annum of the covered wages. Delinquent contributions will be assessed a daily interest penalty equal to 10 percent per annum of the contributions due.

User Registration

To access the registration page, go to the PERS website homepage, click on the **Employer Services** tab, and then click on **WEB-ERS.**

After accessing the URL, follow these instructions for creating a valid Login, User Name, and Password:

Step 1:   When the **Login** page appears; select the **Register** tab, if this is the first time using WEB-ERS.

Step 2:   So that the system can validate that the authorized agency representative exists in PERS database, enter the following personal information: *Social Security Number, First Name, Last Name, Birth Date, Gender,* and *Marital Status.*

Step 3: Once the personal information entered for the authorized agency representative has been validated, create a User Profile containing the following information:

- *UserName* - Not case-sensitive, between 8 and 50 characters in length
- *Password*
- *Primary and Alternate Phone Numbers*
- *Primary and Alternate E-mail Addresses*
- *Three Identity Questions and Identity Answers*
- *Session Timeout*

The UserName will be verified to ensure that it is not already being used.

All other fields will be validated. If errors occur, the errors will be displayed.

Step 4:   Once a User Profile has been successfully created, an e-mail will be sent to the primary e-mail address that was entered in the User Profile.

Step 5:   Although a User Profile has been created, the account has been created in an inactive mode. The authorized agency representative must open the e-mail referred to in Step 4 and click on the link provided at which time he or she will be prompted with an Identity Question. Once the Identity Question is answered correctly, the account will be activated and the authorized agency representative will be able to login.

Step 6:   After completing the user registration process, please contact PERS Employer Reporting Division to request authorized access to WEB-ERS.

Employer Reporting

800-444-7377 or 601-359-3589, *phone*

601-359-5262, *fax*

Logging Into WEB-ERS

To access WEB-ERS, go through PERS secure login process. This login was designed to ensure that only certain individuals can have access to sensitive data. The login process consists of the following steps:

Step 1: Enter the UserName that was created during the registration process.
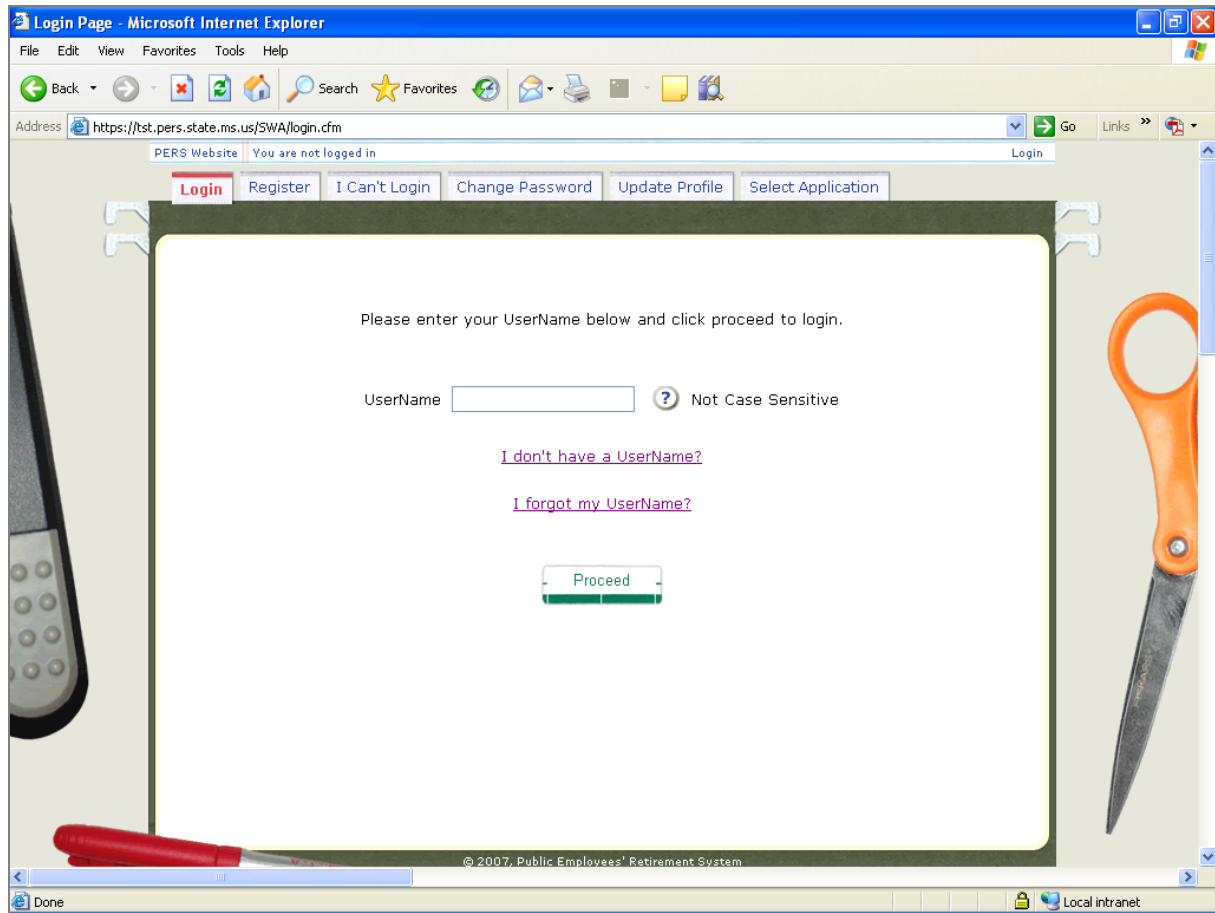
Step 2: After the UserName has been validated, enter the password and answer one of the three Identity Questions that were selected during the registration process. Both the password and the answer to the Identity Question must be correct before moving forward. Three attempts will be allowed to provide the correct information. After three unsuccessful attempts, the account will be locked, and the authorized agency representative will need to contact PERS before attempting to login again.

Step 3: If the correct password and answer to the Identity Question are provided, but the password has expired, the authorized agency representative will be forced to change the password and will not be allowed to access **any** applications if the password is not changed at that time.

Step 4:   After the correct password and answer to one of the three Identity Questions are entered, a drop-down box will be enabled containing available applications. Upon initial registration, the authorized agency representative will have access only to *Member Applications* and should contact PERS to gain access to *WEB-ERS*. Upon subsequent login, the authorized agency representative will have access to *WEB-ERS*.
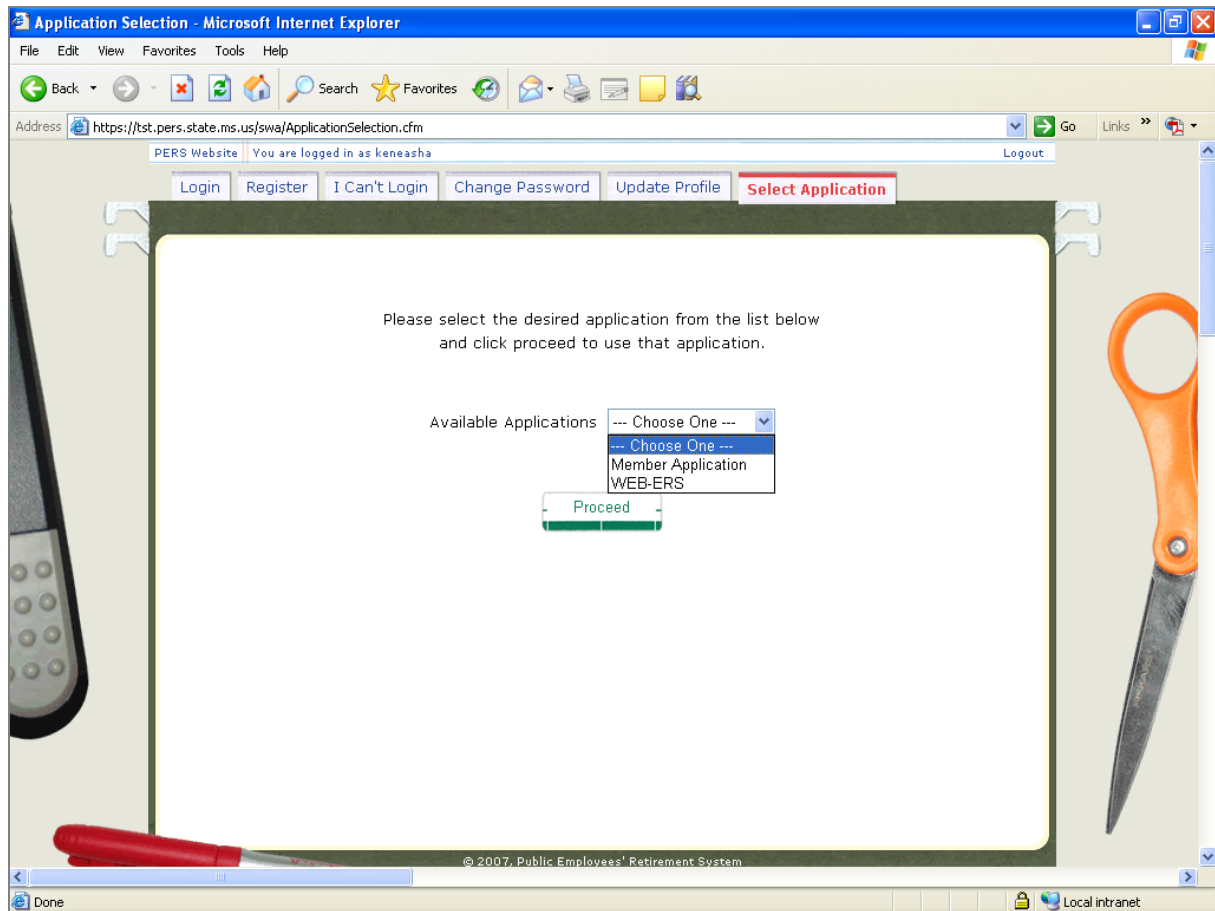
Once successfully logged in, the authorized agency representative has the option to change any information contained in his or her profile. Click on the **Update Profile** tab to display the information. Click on the link next to the data to update any information.

Getting Started

The top menu provides access to the main functions of WEB-ERS: **Select Agency, Agency Profile, W&C Processing** (Wage & Contribution Processing)**, Reports,** and **Submit File.** The first screen to appear upon logging in to WEB-ERS depends on the number of agencies for which an authorized agency representative can report and on whether the visit is the user's first time accessing WEB-ERS. The **Select Agency** screen appears first for authorized multiple-agency reporting representatives. The **Agency Profile** screen appears the first time an authorized single-agency reporting representative accesses WEB-ERS. Otherwise, the **W&C Processing** screen appears first.
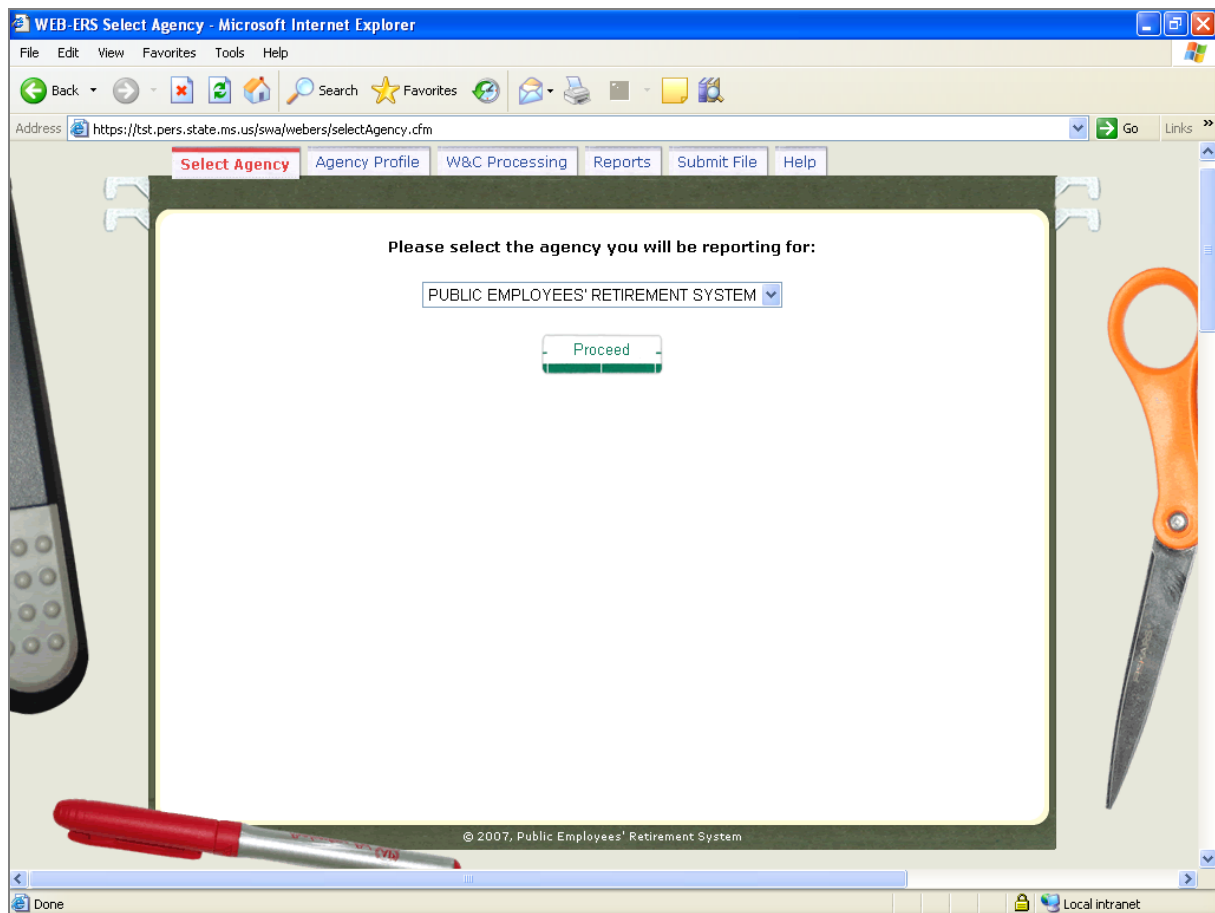
Select Agency

For the representative who is authorized to report for more than one agency, upon logging in to WEB-ERS, the **Select Agency** screen will appear. Use the **Select Agency** tab on the top menu to switch agencies. Select the agency and click *Proceed*.
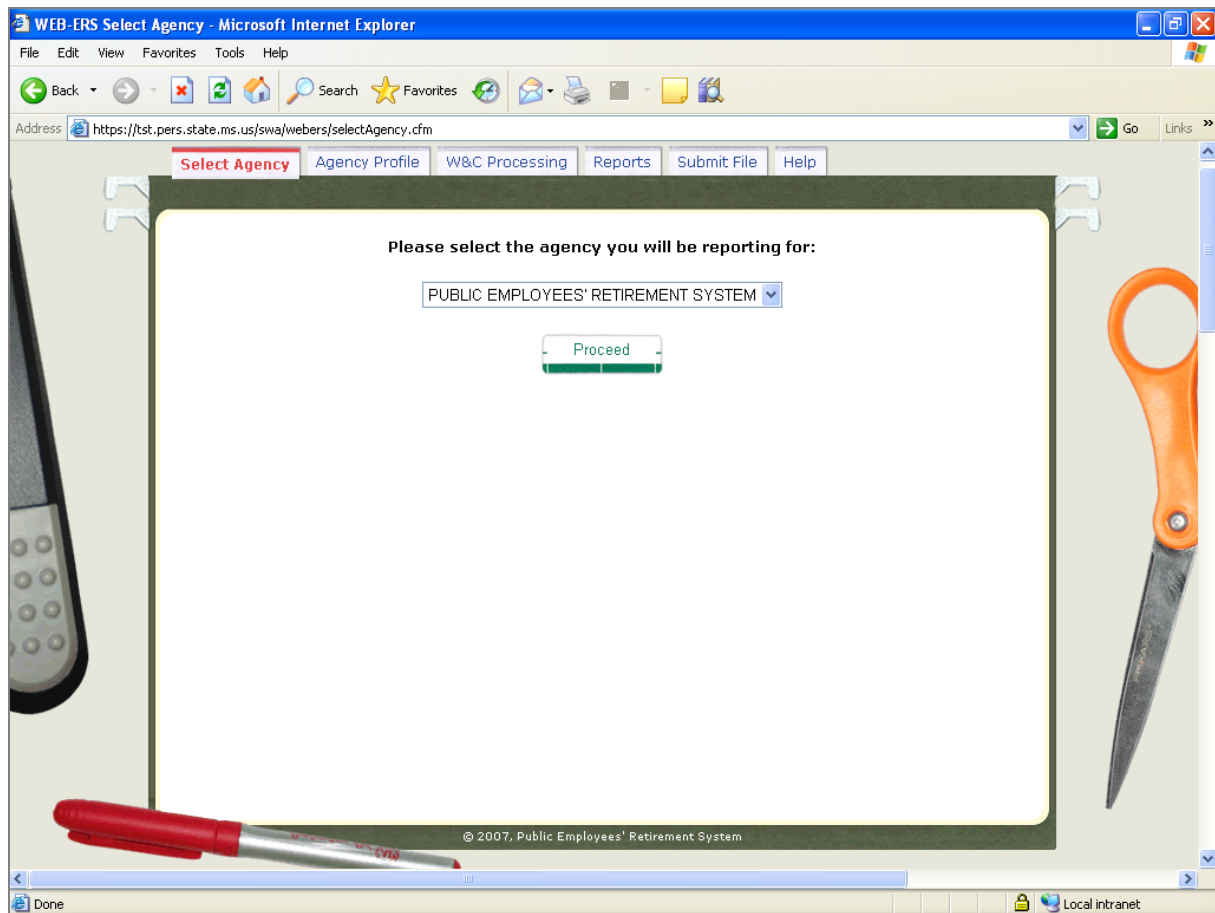
Note: If the representative is not authorized to report for any agency, the following message will appear: "There are no agencies for which you are authorized to report wages and contributions." Access to system will be disallowed.

Agency Profile

Agency profile information is required the first time the agency logs in to WEB-ERS. It is accessed by clicking on the **Agency Profile** tab on the top menu.

The top section of the screen contains read-only agency address and contact information, populated from PERS' database. The bottom section contains the agency's import file information, which can be updated at any time. If the agency has an import file, check the *Import File* checkbox and select the file type (*ASCII Fixed length* or *ASCII comma delimited*). If there is a file location already stored, it will appear in the *Current File Location* input field, which is read-only.

To enter a new file location, click the *Browse* button to locate the file, or type the file location. The location of the file plus the file name is limited to 100 characters. Click *Save*. The screen below is an example for the Public Employees' Retirement System agency information. If the agency has no import file, leave the bottom section blank and click *Save*.

Wage and Contribution Processing

The **W&C Processing** (Wage and Contribution Processing) section encompasses several sub-menus: **Process Month, Set Reporting Date, Load File, Browse/Update,** and **Run Automatic Edits.**

Process Month

The **Process Month** screen allows the authorized agency representative to choose to process a new reporting month or continue processing the current report month.

Select one option and click *Proceed.* If *Process New Reporting Month* is selected, the next page will be the **Set Reporting Date** screen. If *Continue Processing Current Month* is selected, the next page will be the **Browse Employee Data** screen.

Set Reporting Date

On this screen enter the reporting month and year and click *Proceed*.

Load File

This section allows the authorized agency representative to locate wages and contributions reporting data from one of three sources:

1. Entering data manually (if the agency has no data in the WEB-ERS database)
2. Uploading a text file (if the agency checked *Import File* on the **Agency Profile** screen)
3. Using last month's data (if the agency has data in the WEB-ERS database)
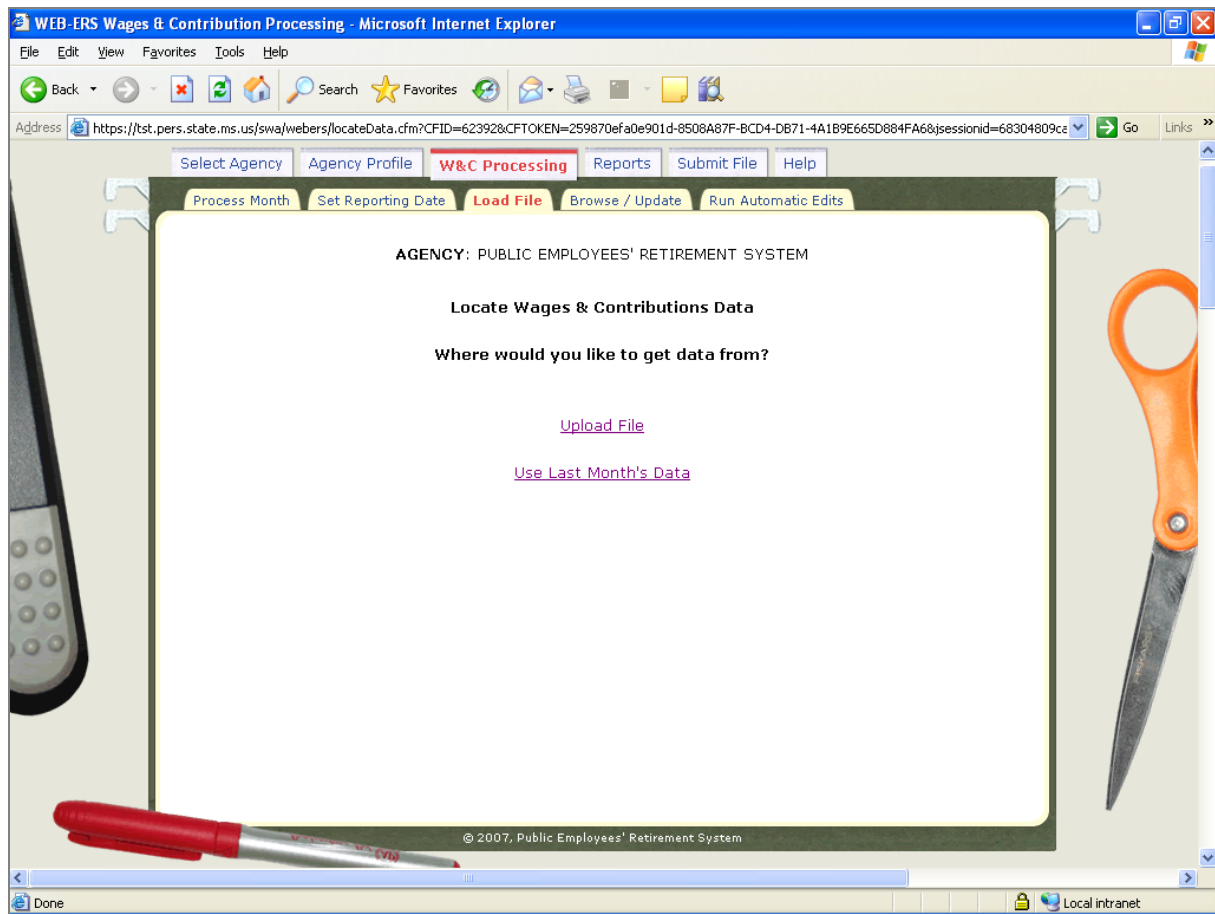
Entering Data Manually

Please see **Update Employee Data** section, see page 22.

Upload File

This screen can be accessed by clicking on the *Upload File* link on the previous page or by selecting the **Load File** sub-menu item under the **W&C Processing** tab. The current file location is displayed for informational purposes. For security reasons, web browsers do not allow file upload fields to be pre-populated with text; therefore, the *Enter File Location* field is blank. The file location must be re-entered, even if it is the same as the current file location displayed.

To upload a file, click *Browse* to locate the file or type the file path and click *Upload File.* The file will be checked for correct record length and layout. Upon successful uploading, the **Browse/Update Data** screen will be displayed.

Use Last Month's Data
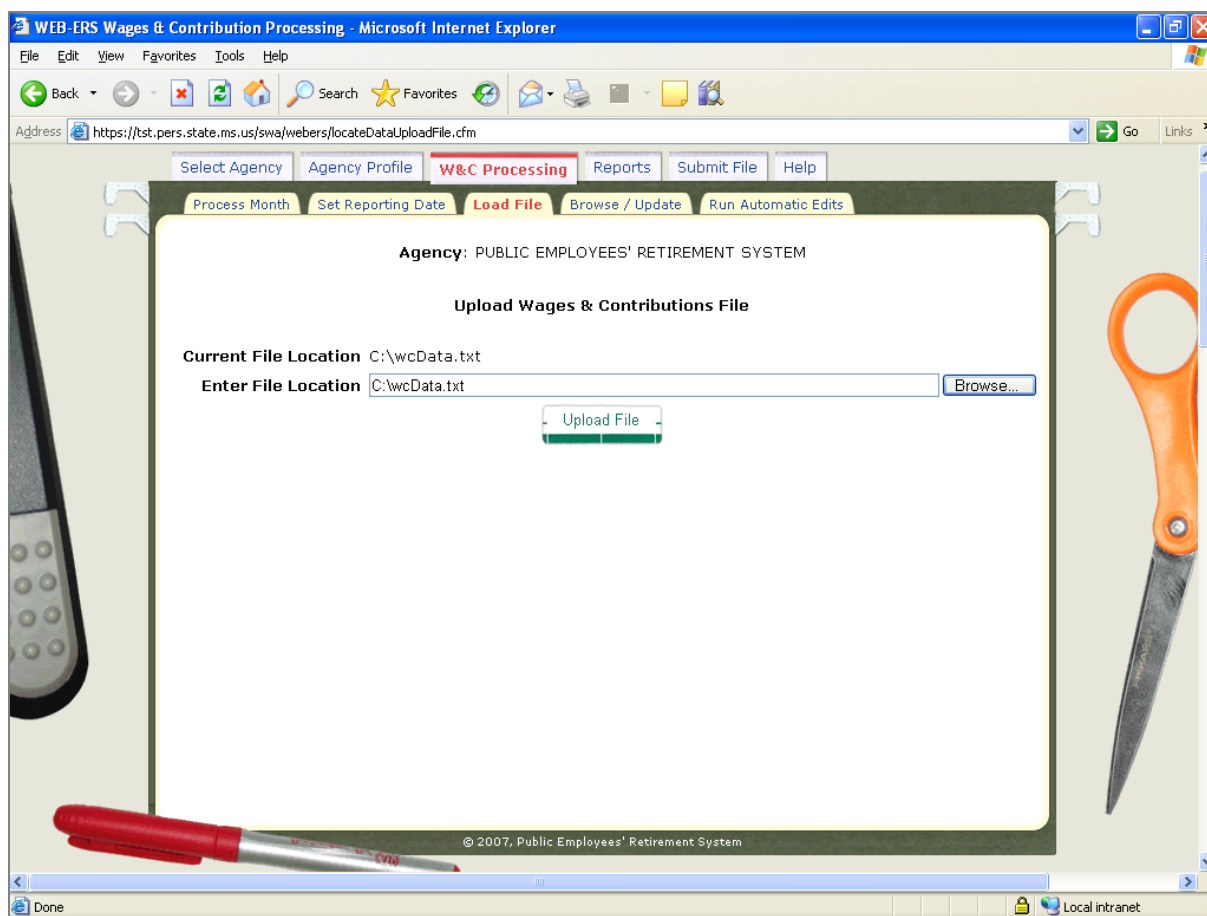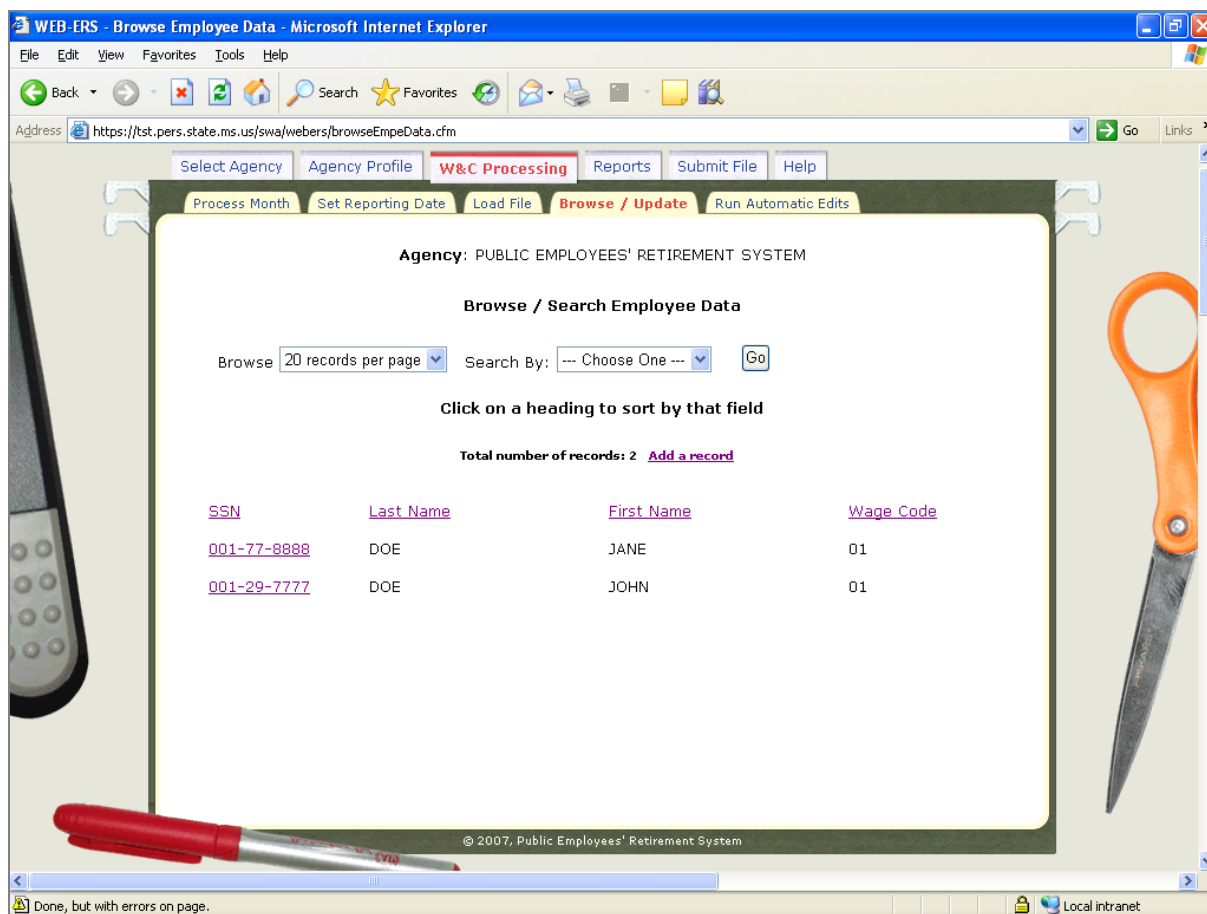
On this screen select *Proceed* to retain reporting information from the previous month. Upon successful loading, the **Browse/Update** screen will be displayed.

Browse/Update

The **Browse/Update** screen displays employee records and is sorted by last name by default. It is accessed from the **Browse/Update** tab in the sub-menu of **W&C Processing**. To change the sort order, click on one of the headings to sort by Social Security number or first name or *Wage Code.* Each page displays 20 records at a time by default. To change this, select another option in the selection box labeled *Browse.* A search tool is also available to search by Social Security number, last name, first name, or *Wage Code.* The input field for the search criteria appears after a search type is selected. After entering the browse criteria and search criteria, click *Go.*

If the agency has more than 20 records, navigation links will appear at the top and bottom of the page (e.g., *Previous 20, Next 20*). Click on these links to view the previous or next records. To add a record, click on the *Add a Record* link, which will display the **Update Employee Data** screen. To view a record at a more detailed level, click on its Social Security number to display the **Update Employee Data** screen populated with the record data for that record.

Update Employee Data

This screen is where employee records are inserted, updated, or deleted. Depending on the record's position in the list of all records, links appear at the top labeled *First, Next, Previous,* and *Last* to allow users to navigate through the record set.

The top section of the screen contains **required** demographic data: the *Name, Social Security Number, Birth Date, Gender*, and *Address* are required to successfully insert or update the record. The next section contains the wage and employee and employer contribution amounts. Please include decimals in these figures. Most fields in the latter sections are selection boxes.

If the agency is a school, college, or university, the **Academic Term Employee** section will appear. For the **Retired Local Elected Official Only** section, Wage Codes 15, 16, and 17 will apply. Once all of the applicable information is entered, click *Edit/Save.* The record will be validated and any errors will appear in red text or with a pop-up message.

To delete a record, click *Delete* and select *Yes* on the confirmation pop-up message. To enter a new employee record, click *New.* To refresh the screen, click *Refresh.*

Run Automatic Edits

The automatic edit process verifies that each employee's record is entered within the acceptable range so it will process successfully at PERS. Select the **Run Automatic Edits** tab in the sub-menu of **W&C Processing.** Click *Run Edits* on the confirmation page.
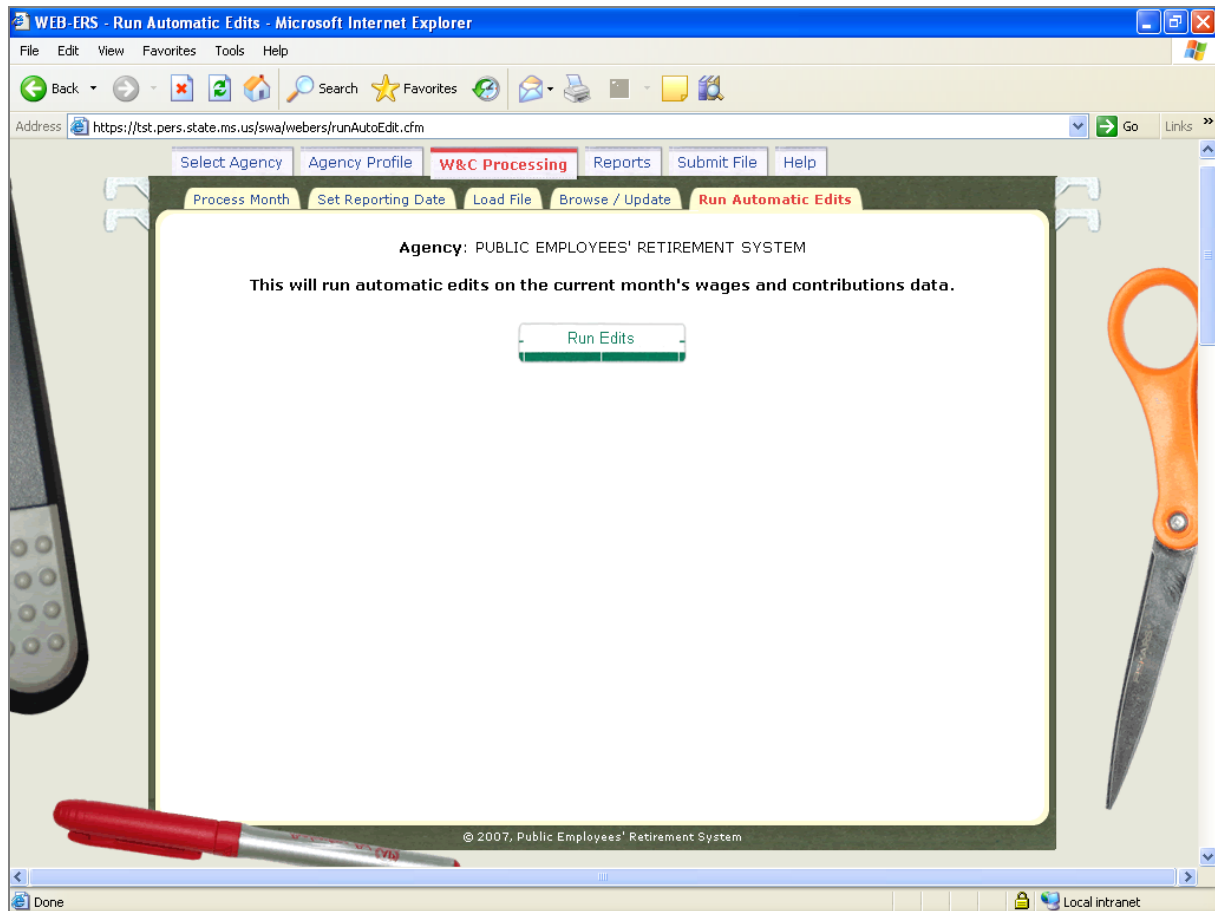
If the automatic edit process completes with no errors, the agency's Form 8 (Summary of Wages and Contributions Paid), report is displayed in PDF format. If one or more errors are encountered during this process, the **Update Employee Data** will be displayed with the following message: "Automatic Edit completed with errors. Please see error list below." Scroll to the bottom of the screen to see the errors. To print the error list, select the *Print* link.

Correct Automatic Edit Errors

To correct an error, select the Social Security number of the employee record containing the error (on the **Update Employee Data** screen). The data for the record will populate the screen and the error field will be highlighted with a red border or red background. Based on the error message, correct the error and click *Edit/Save*. If the error has been corrected successfully, it will no longer appear in the list of errors. Continue until there are no more errors and run the automatic edits process again.

Reports

To access reports, select the **Reports** tab from the top menu. Applicable reports will be enabled; reports that are not applicable will be disabled. For example, if an agency has no new employees, the Form 1 (New Employees) report will not be enabled. All reports are in PDF format. To see a report, select one and click *Create Report.* Possible reports include:

- *Form 8 (Summary of Wages and Contributions Paid)* – available after a successful automatic edit
- *Form 1 (New Employees)* – available after a successful automatic edit
- *Retiree Listing* – available after a successful automatic edit
- *Retired Local Elected Official Listing* – available after a successful automatic edit
- *Form 1C (Demographic Changes)* – available after a successful automatic edit
- *Same Name, Different SSNs* – listing of those who have identical full names but different Social Security numbers, available after a successful automatic edit
- *No Retirement Credit* – available after a successful automatic edit
- *Employee Listing* – available anytime
- *File Submission History* – available if the agency has submitted data to PERS at least once
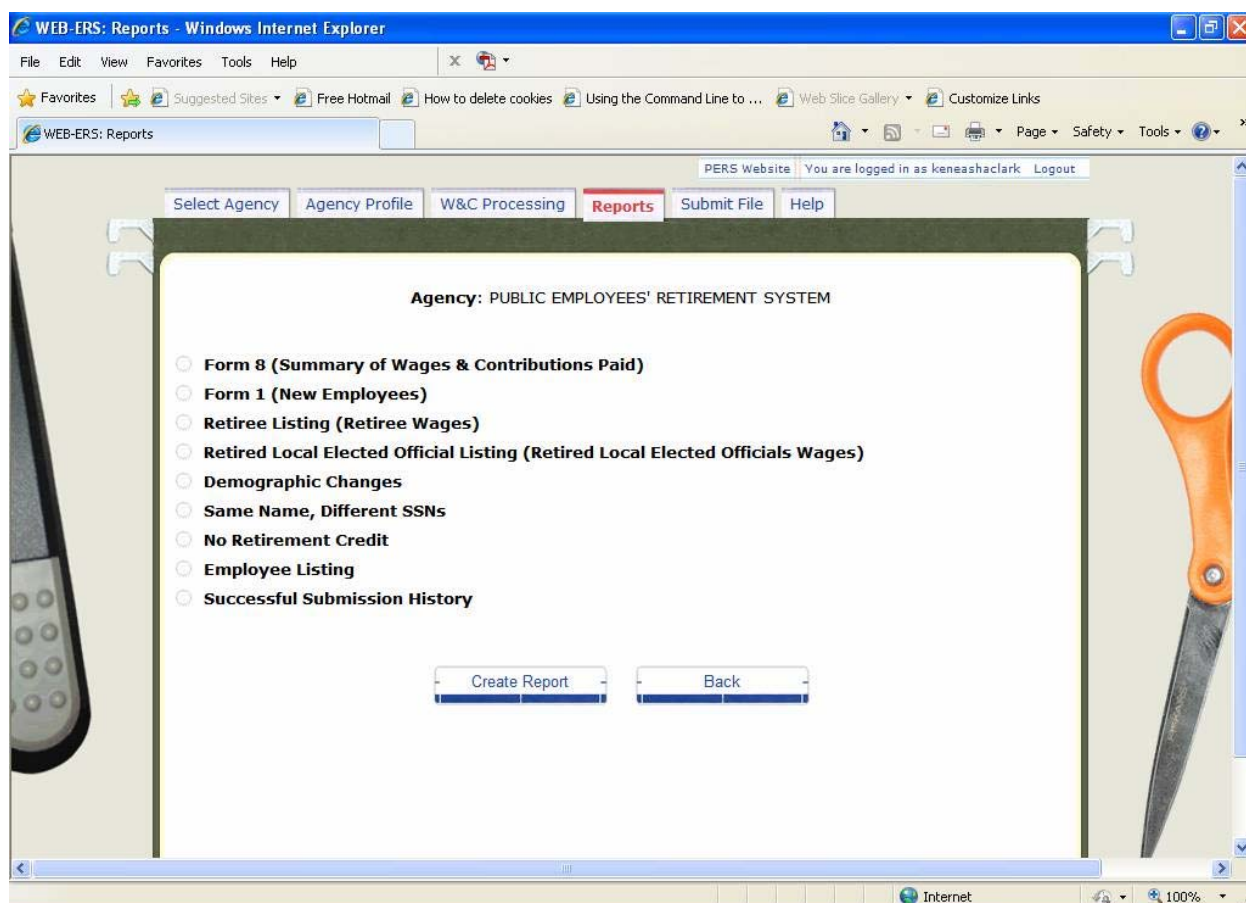
Submit File

To flag the agency's data as ready for processing at PERS, select the **Submit File** tab from the top menu. The data can be submitted only after a successful automatic edit process. Click *Submit.* **The deadline for submitting the file to PERS is 5 p.m. on the fifth working day of the month.**
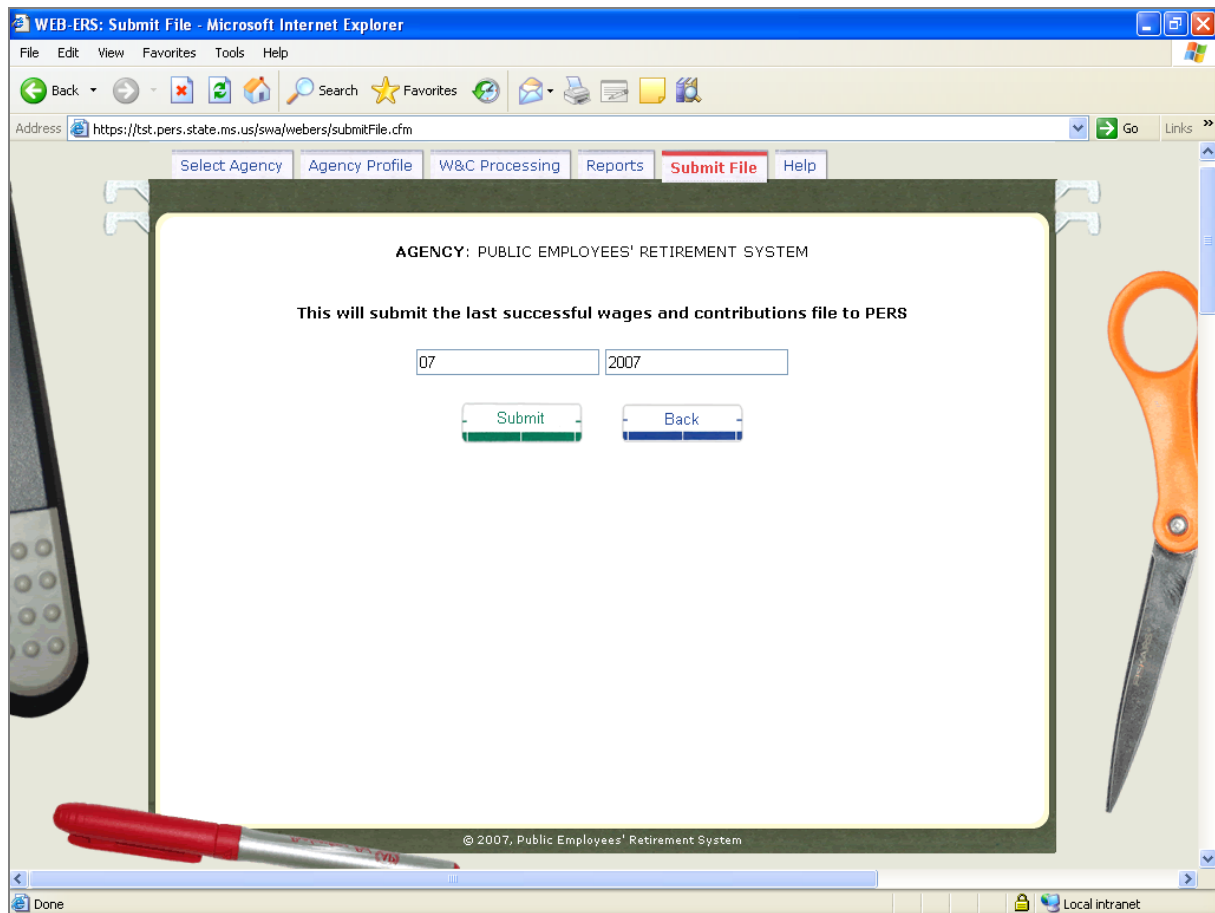
Logout of WEB-ERS

Select *Logout* at the top right corner of any screen.

Appendix A

Technical Support

For Internet browser problems, please contact your organization's on-site technical person for assistance. If the problems persist after contacting your technical person and the answer is not found in this manual, contact the following:

Employer Reporting
800-444-7377 or 601-359-3589, *phone*
601-359-5262, *fax*

Appendix B

Rates

The WEB-ERS application processes employee and employer rates. The rates effective July 1, 2013, are:

Agency Number	Agency Name	Employee Rate In Percentage	Employer Rate In Percentage
4124000	Mississippi Highway Safety Patrol – MHSPRS	7.25%	37.00%
4124001	Bureau of Narcotics – MHSPRS	7.25%	37.00%
4125000	House of Representatives – SLRP	3.00%	7.40%
4126000	State Senate – SLRP	3.00%	7.40%
4127000	Legislative Peer Committee – SLRP	3.00%	7.40%
4128000	Legislative Budget Committee – SLRP	3.00%	7.40%
4129000	Legislative Reapportionment – SLRP	3.00%	7.40%
4130000	Mississippi Agribusiness Council – SLRP	3.00%	7.40%
Other	Public Employees' Retirement System – PERS	9.00%	15.75%

PERS - History of Employer and Employee Contribution Rates and Maximum Covered Earnings

Fiscal Date From	Fiscal Date To	Employer Rate	Maximum Covered Earnings	Employee Rate	Maximum Covered Earnings
2/1/53	6/30/58	2.50%	$6,000	4.00%	$4,800*
7/1/58	6/30/60	2.50%	$9,000	4.00%	$7,800*
7/1/60	6/30/66	2.50%	$15,000	4.00%	$13,800*
7/1/66	6/30/68	3.00%	$15,000	4.50%	$13,800*
7/1/68	3/31/71	4.50%	$15,000	4.50%	$15,000
4/1/71	6/30/73	4.50%	$35,000	4.50%	$35,000
7/1/73	6/30/76	5.85%	$35,000	5.00%	$35,000
7/1/76	6/30/77	7.00%	$35,000	5.00%	$35,000
7/1/77	6/30/78	7.50%	$35,000	5.50%	$35,000
7/1/78	6/30/80	8.00%	$35,000	5.50%	$35,000
7/1/80	6/30/81	8.00%	$53,000	5.50%	$53,000
7/1/81	12/31/83	8.75%	$53,000	6.00%	$53,000
1/1/84	6/30/88	8.75%	$63,000	6.00%	$63,000
7/1/88	6/30/89	8.75%	$75,600	6.00%	$75,600
7/1/89	12/31/89	8.75%	$75,600	6.50%	$75,600
1/1/90	6/30/91	9.75%	$75,600	6.50%	$75,600
7/1/91	6/30/92	9.75%	$75,600	7.25%	$75,600
7/1/92	6/30/02	9.75%	$125,000	7.25%	$125,000
7/1/02	6/30/05	9.75%	$150,000	7.25%	$150,000
7/1/05	6/30/06	10.75%	$150,000	7.25%	$150,000
7/1/06	6/30/07	11.30%	$150,000	7.25%	$150,000
7/1/07	6/30/08	11.85%	$150,000	7.25%	$150,000
7/1/08	6/30/09	11.85%	$230,000	7.25%	$230,000
7/1/09	6/30/10	12.00%	$245,000	7.25%	$245,000
7/1/10	12/31/11	12.00%	$245,000	9.00%	$245,000
1/1/12	6/30/12	12.93%	$245,000	9.00%	$245,000
7/1/12	6/30/13	14.26%	$250,000	9.00%	$250,000
7/1/13	6/30/14	15.75%	$255,000	9.00%	$255,000

*   From February 1, 1953, through June 30, 1968, the first $100 in monthly earnings or $1,200 in annual earnings was not covered earnings for the employee.

Appendix B - continued

MHSPRS - History of Employer and Employee Contribution Rates and Maximum Covered Earnings

Fiscal Date From	Fiscal Date To	Employer Rate	Maximum Covered Earnings*	Employee Rate	Maximum Covered Earnings*
7/1/58	6/30/68	13.33%		5.00%	
7/1/68	6/30/71	15.33%		5.00%	
7/1/71	6/30/73	18.59%		5.00%	
7/1/73	6/30/75	20.77%		5.00%	
7/1/75	6/30/78	24.65%		5.00%	
7/1/78	6/30/80	26.16%		6.00%	
7/1/80	6/30/89	26.16%		6.50%	
7/1/89	6/30/90	27.97%		6.50%	
7/1/90	6/30/03	26.16%		6.50%	
7/1/03	6/30/06	28.16%		6.50%	
7/1/06	6/30/08	30.30%		6.50%	
7/1/08	12/31/11	30.30%		7.25%	
1/1/12	6/30/12	35.21%		7.25%	
7/1/12	6/30/14	37.00%		7.25%	

*   Maximum covered earnings equal wages paid, not to exceed wages paid to the Commissioner of the Department of Public Safety.

SLRP - History of Employer and Employee Contribution Rates and Maximum Covered Earnings

Fiscal Date From	Fiscal Date To	Employer Rate	Maximum Covered Earnings	Employee Rate	Maximum Covered Earnings
7/1/89	6/30/92	6.33%	$75,600	3.00%	$75,600
7/1/92	6/30/02	6.33%	$125,000	3.00%	$125,000
7/1/02	6/30/06	6.33%	$150,000	3.00%	$150,000
7/1/06	6/30/08	6.65%	$150,000	3.00%	$150,000
7/1/08	6/30/09	6.65%	$230,000	3.00%	$230,000
7/1/09	12/31/11	6.65%	$245,000	3.00%	$245,000
1/1/12	6/30/12	7.40%	$245,000	3.00%	$245,000
7/1/12	6/30/13	7.40%	$250,000	3.00%	$250,000
7/1/13	6/30/14	7.40%	$255,000	3.00%	$255,000

Appendix C

Validation of Data

Field	Requirements
Report Month must be	equal to report month that was previously set in **Set Reporting Date** screen, less than or equal to current month. **Note:** The exception is for the adjustment *Wage Code* (05 or 06; Retiree Codes 13 or 14; Retired Local Elected Official *Wage Codes* 16 or 17). These codes must be for a prior report month.
Status Date must be	a valid date and less than or equal to the current report month.
Social Security number must **not**	Be less than nine characters; be less than 001000000; be greater than 899999999; be equal to 111111111, 222222222, 333333333, 444444444, 555555555, 666666666, 777777777, 888888888, 123456789, or 987654321; begin with the number 9; begin with the number 666 or 000 in positions 1 – 3; include number 00 in positions 4 – 5; include number 0000 in positions 6 – 9.
Employee Name must contain data	Invalid data is: empty or no data in first or last name, last name includes surname or professional designation, space in first character of name, non-alphabetic character (a dash is allowed in the last name), generation I.D. or professional designation that is not a valid suffix code.
Suffix Code must be	blank, I, II, III, IV, V, VI, VII, JR, SR, MD, PHD, DDS, or EDD.
Wage Code must be	01 through 17.
Wage Code 01	Only one *Wage Code* 01 record is allowed per report month.
Wage Code 01 through 10 must have	*Reporting Wage* amount greater than 0.
Wage Code equal 02 or 04 must have	*Credit Flag* equal 00 and *Status Code* equal 03.
Wage Code equal 05 or 06 must have	report month prior to the current report month. Prior report month must not be greater than 18 months in the past. The *Wage Code* 06 must not have a *Credit Flag* of 01.
Wage Code equal 02, 04, or 07 must have	*Status Code* equal to 03. *Wage Code* 02 or 04 must not have a *Credit Flag* of 01.
Wage Code equal 10 must have	*Reporting Wage* greater than 0, *Employee Contribution* equal to 0, and *Employer Contribution* equal to 0.
Wage Code equal 11 must have	*Reporting Wage* equal 0, *Employee Contribution* equal 0, *Employer Contribution* equal 0, and *Credit Flag* equal 00. Use of this code allows an agency to maintain an employee on the data table when no wage is reported. Example: An employee on leave without pay or a teacher who is paid his or her contract salary over nine months. If within an agency all employees have a code 11, the status information on these employees should be sent to PERS. Report month must be the current report month.
Wage Code equal 12 for a retiree must have	*Reporting Wage* greater than 0, *Employee Contribution* equal to 0, *Employer Contribution* equal to *Reporting Wage* times applicable *Employer Contribution* rate, and *Credit Flag* equal to 00. *Salary Code* should be blank.

Field	Requirements
	The *Salary Amount* must be 0.
Wage Code equal 13 for a retiree must have	*Reporting Wage* greater than 0, *Employee Contribution* equal to 0, *Employer Contribution* equal to *Reporting Wage* times applicable *Employer Contribution* rate, and *Credit Flag* equal to 00. *Salary Code* should be blank. The *Salary Amount* must be 0. Must be a positive adjustment for a prior month. No limitation of the 18 months on prior report month applies. Report month must be prior to current report month.
Wage Code equal 14 for a retiree must have	*Reporting Wage* greater than 0, *Employee Contribution* equal to 0, *Employer Contribution* equal to *Reporting Wage* times applicable *Employer Contribution* rate, and *Credit Flag* equal to 00. *Salary Code* should be blank. The *Salary Amount* must be 0. Must be a negative adjustment for a prior month. No limitation of the 18 months on prior report month applies. Report month must be prior to current report month.
Wage Code equal 15 for a retiree reemployed as a local county or municipal elected official must have	*Reporting Wage* greater than 0, *Employee Contribution* equal to 0, *Employer Contribution* equal to *Reporting Wage* times applicable *Employer Contribution* rate, and *Credit Flag* equal to 00. *Salary Amount* will be 0 if the local elected official has waived his or her salary; otherwise, *Salary Amount* should equal the actual monthly salary paid to the local elected official. If the *Salary Amount* is 0, the *Salary Code* should be blank; however, if the *Salary Amount* is greater than 0, the *Salary Code* must be 01.
Wage Code equal 16 for a retiree reemployed as a local county or municipal elected official must have	*Reporting Wage* greater than 0, *Employee Contribution* equal to 0, *Employer Contribution* equal to *Reporting Wage* times applicable *Employer Contribution* rate, and *Credit Flag* equal to 00. Must be a positive adjustment for a prior month. No limitation of the 18 months on prior report month applies. Report month must be prior to current report month. The *Salary Amount* will be 0 if the local elected official has waived his or her salary; otherwise, the *Salary Amount* should equal the actual monthly salary paid to the local elected official. If the *Salary Amount* is 0, the *Salary Code* should be blank; however, if the *Salary Amount* is greater than 0, the *Salary Code* must be 01.
Wage Code equal 17 for a retiree reemployed as a local county or municipal elected official must have	*Reporting Wage* greater than 0, *Employee Contribution* equal to 0, *Employer Contribution* equal to *Reporting Wage* times applicable *Employer Contribution* rate, and *Credit Flag* equal to 00. *Salary Code* must be blank. Must be a negative adjustment for a prior month. No limitation of the 18 months on prior report month applies. Report month must be prior to current report month. The *Salary Amount* will be 0 if the local elected official has waived his or her salary; otherwise, the *Salary Amount* should equal the actual monthly salary paid to the local elected official. If the *Salary Amount* is 0, the *Salary Code* should be blank; however, if the *Salary Amount* is greater than 0, the *Salary Code* must be 01.
Status Code must be	00, 01, 02, or 03.
Academic Term Employee	Contract amount greater than 0 must have a non-blank *Salary Code*, and vice versa. Include decimals in dollar amount.
Credit Flag	Valid *Credit Flag* codes are 00, 01, and 02. See *Wage Code.*
Employee Contributions and Employer Contributions	Agency employee(r) rate multiplied by the reported wage amount compared with employee(r) contribution reported should not have greater than a $1.00 difference. Dollar amounts should be all numeric and include decimals when applicable.

Appendix D

File Layout

Field	Position	Length	Format
Agency Number	01-04	4	
Unit Number	05-07	3	
Reserved	08-08	1	
Social Security Number	09-17	9	
Employee Name	18-56	39	
Last Name	18-37	20	*
First Name	38-52	15	*
Middle Initial	53-53	1	**
Generation ID or Professional ID	54-56	3	BLANK or DDS, EDD, JR, MD, PHD, SR, I ,II, III, IV, V, VI, VII
Wage Code	57-58	2	
Reporting Wage	59-66	8	
Reporting Month	67-68	2	MM
Reporting Year	69-72	4	YYYY
Employee Contribution	73-80	8	
Employer Contribution	81-88	8	
Credit Flag	89-90	2	
Status Code	91-92	2	
Status Date	93-100	8	
Position Codes	101-105	5	
Salary Amount	106-113	8	
Salary Code	114-115	2	
Sex Code	116-116	1	M or F
Birth Date	117-124	8	MMDDYYYY

Field	Position	Length	Format
Address Line 1	125-154	30	***
Address Line 2	155-184	30	***
Address Line 3	185-214	30	***
Address Line 4	215-244	30	***
City	245-272	28	**
State	273-276	4	**
Zip Code	277-281	5	
Filler Field	282-331	50	BLANK

*   UPPER CASE character A through Z - (dash) & (ampersand)
**   UPPER CASE characters only
***   UPPER CASE (preferred no punctuation)

Field Definitions

Field	Valid Code	Explanation
Agency Number		Assigned by PERS
Unit Number		Assigned by PERS
Reserved		Blank
Social Security Number		All Numeric
Employee Name		Left Justified, no punctuation except dash is allowed in last name, all uppercase.
Wage Code	01	**Regular Wage**
		Depicts regular wage from the primary source of funds and/or primary contract for the current report month only. Supplemental pay should be coded as listed below. In-kind benefits, such as employer-paid health and life insurance premiums, for an employee are not earned compensation, whether taxable or nontaxable to the employee.
		Reference: PERS Board Regulation 65
	02	**Lump Sum Leave Pay**
		Issued for up to 30 days of unused leave pay. The report month is the last effective month that the employee was employed. May be used in a current or prior report month during the previous 18 months.
	03	**Lump Sum Compensatory Pay**
		The report month is the last effective month that the pay applies. May be used in a current or prior report month during the previous 18 months.
	04	**Death Leave Paid to Beneficiary**
		Amount of leave pay issued to the beneficiary/spouse in the event of a member's death before retirement. (Not to exceed 30 days.) The report month is the month of the member's death. May be used in a current or prior report month during the previous 18 months.
	05	**Positive Adjustment to Prior 18 Months**
		This field is intended to allow an employer to report wages and contributions that were underreported during the previous 18 months. Prior report month only.

Applies to *Wage Code* 06, negative adjustment:

Prior to posting the report to the member file, an edit will be run to verify that contributions are on the member's account in an amount at least equal to the desired credit. If no or not enough contributions are in the member's account, the credit will not be accepted. When the credit cannot be accepted, a statement will be generated, billing the agency for the difference between contributions due and received (i.e., the amount of the ineligible credit).

06	**Negative Adjustment to Prior 18 Months**

Allows employer to correct over reported wages during the previous 18 months. Prior report month only. Must **not** have a *Credit Flag* of 01 (receives retirement credit).

07	**Final Payment at Termination**

This code is critical to processing refund applications and finalizing retirement benefit calculations. Current report month only. If another *Reporting Wage* payment is required the following month(s), the code should be a code 05 and report month should reflect the terminated report month.

08	**Supplemental Pay**

This is for pay received in addition to regular wage. For example, a teacher may receive a wage from his or her contract salary that would be coded as 01 and an additional wage for driving a school bus that would be coded as 08. Current report month only. Effective July 1, 2013, performance-based incentive payments are excluded from earned compensation.

Reference: PERS Board Regulation 65

09	**Maintenance**

This code is used to identify the value of employer-provided maintenance (e.g., housing, utilities, and meals) received by an employee for the current report month. Effective July 1, 2013, the value of employer-provided maintenance is excluded from earned compensation except for those who were having maintenance reported to PERS as earned compensation as of June 30, 2013.

Reference: PERS Board Regulation 33; PERS Board Regulation 65

10	**Wage Exceeding Maximum Covered Earnings**

This code is used to report wages earned in excess of the maximum covered earnings within a state fiscal year. No retirement contributions are due on wages in excess of the maximum covered earnings; thus, the employee and employer contributions fields must contain 0s. Current report month only. See Page 30 for Maximum Covered Earnings.

11	**No Wage or Contribution**

This code is used when the employee information contains no wage or contribution amounts.

Codes 12, 13, and 14 are used to report post-retirement earnings paid to a service retiree who is receiving a monthly retirement allowance from PERS and who is working for a covered employer after retirement under the limited reemployment provisions found in Miss. Code Ann. §25-11-127 and PERS Board Regulation 34, *Reemployment After Retirement.* Employer contributions are due on wages lawfully earned under MCA 25-11-127 by a service retiree after retirement; however, employee contributions are not due. Thus, the *Employer Contribution* field must contain a value and the *Employee Contribution* field must contain 0s when this *Wage Code* is used.

Reemployed retiree reporting:

- *Report Code* field must be a 12, 13, or 14.

- *Status Code* will appear as a new hire 01 first time reported then 00 the next month.

- *Status Date* is the hire date of the retiree.

- *Position Code* will apply as with any other employee. If the substitute teacher, for example, is certificated, use the appropriate *Position Code* to indicate he or she being certificated. If *Position Code* is not available on your payroll system for a retiree, enter the general employee *Position Code,* P0010.

- If a retiree is working occasionally in any capacity as an employee, report any earnings paid to the retiree. When the retiree is no longer working for the covered agency, remove the retiree from the report.

- There must not be an entry in the *Employee Contribution Amount.*

- There must be an entry in the *Employer Contribution Amount* if the *Reporting Wage* is greater than zero*.*

- The *Salary Amount* must be 0.

- *Salary Code* should be blank.

- *Credit Flag* must be 00.

12	**Wage Paid to a Service Retiree that Is Earned after Retirement**
	Current report month only.
13	**Positive Adjustment Paid to a Service Retiree that Is Earned after Retirement**
	This code is intended to allow an employer to report additional retiree wages. Prior report month only. The 18 months reporting restriction does not apply.
14	**Negative Adjustment Paid to a Service Retiree that Is Earned after Retirement**
	This code is intended to allow an employer to report a reduction to retiree wages. Prior report month only. The 18 months reporting restriction does not apply.

Codes 15, 16, and 17 are used to report the full amount of the regular compensation for the elective office held by a PERS retiree who is receiving a monthly retirement allowance from PERS and who is employed as a local county or municipal elected official for a covered employer after retirement under the provisions found in Miss. Code Ann. §25-11-127 and PERS Board Regulation 34, *Reemployment After Retirement.* Employer contributions are due on the full amount of the regular compensation for the elective office; however, employee contributions are not due. Thus, the *Employer Contribution* field must contain a value and the *Employee Contribution* field must contain 0s when this *Wage Code* is used.

Retiree employed as a local county or municipal elected official reporting:

- *Report Code* field must be a 15, 16, or 17.
- *Status Code* will appear as a new hire 01 first time reported then 00 the next month.
- *Status Date* is the hire date of the retiree.
- *Position Code* will be either a county or municipal local elected official.
- *Reporting Wage* will be the full amount of the regular compensation for the elective office even though the retiree may be receiving a lesser amount.
- There must not be an entry in the employee contribution amount.
- There must be an entry in the employer contribution amount.
- The *Salary Amount* will be 0 if the local elected official has waived his or her salary; otherwise, the salary amount should equal the actual monthly salary paid to the local elected official.
- If the *Salary Amount* is 0, the *Salary Code* should be blank; however, if the *Salary Amount* is greater than 0, the *Salary Code* must be 01.
- *Credit Flag* must be 00.

15	**Full Amount of the Regular Compensation for the Elective Office Held by the Retiree**	
	Current report month only.	

16	**Positive Adjustment to the Regular Compensation for the Elective Office Held by the Retiree**	
	This code is intended to allow an employer to report the regular compensation for the elective office for a prior report month. The 18 months reporting restriction does not apply.	

17	**Negative Adjustment to the Regular Compensation for the Elective Office Held by the Retiree**	
	This code is intended to allow an employer to report a reduction in the regular compensation for the elective office for a prior report month. The 18 months reporting restriction does not apply.	

Reporting Wage   dollar amount. Include decimals when applicable. Numeric.

Reporting Month   MMCCYY. Month, Year example: October 2010 reporting month would be 102010. Do not enter slash, /.

The report month may vary among multiple records for one employee. For instance, current wage may have a reporting month of 092010. An employee information record with a debit (*Wage Code* 05) or credit (*Wage Code* 06) adjustment would have a report month of any report month within the prior 18 months.

Employee Contributions and *Employer Contributions*   dollar amount. Include decimals when applicable. Numeric.

If contributions apply for either the employee or employer on the *Reporting Wage,* a minimum of $1.00 is required with the exception of municipal agencies. (Percentage varies by plan.)

Credit Flag	00	**Does Not Receive Retirement Credit for the Month**
		See below Retirement Credit Requirements.
	01	**Receives Retirement Credit for the Month**
		May not be used with *Wage Code* 06.
	02	**Deletes Retirement Credit for the Month during the Prior 18 Months**
		Applies to an adjustment (*Wage Code* 06).

Retirement credit requirements:

An employee would receive credit for the month under PERS Board Regulation 36, *Eligibility for Membership in the Public Employees' Retirement System of Mississippi (PERS),* if the employee received compensation for 80 hours or more in the month or in which school personnel received compensation for half-time or more for the academic year. Persons employed at an annual or monthly salary to render professional services, or elected or appointed officials compensated on an annual or monthly salary, shall be deemed to be full-time employees and shall receive credit for the month. Employment for less than 15 calendar days in the month would not be eligible for service credit, except for school employees hired to work a full school term contingent upon completion of at least 11/12 ths of the school term.

Note: Effective July 1, 1999, any member in a covered position, as defined by PERS laws and regulations, who is also employed by any covered agency or political subdivision, shall have the earnings of that additional employment reported to PERS regardless of whether the additional employment is sufficient in itself to be a covered position.

| *Status Date* | | **Date of Hire until Status Changes** |
| | | MMDDCCYY. Do not enter slash, /. This date may reflect the report month processing. |

All PERS eligible employees hired prior to October 31, 1997, and who are listed on the October 1997 monthly retirement report will have a *Status Code* of 00 and a *Status Date* of 10311997 (October 31, 1997).

Status Code	00	**No Change in Status**
	01	**Hire Date/Reinstatement Date**
		Status Date would be the *New Employee/Reinstated Employee Date.*
	02	**Employee on Leave without Pay**
		Status Code 02 is used where a member has no personal leave and is still employed. The member does not earn retirement service credit while on leave without pay. The *Credit Flag* should be 00. Examples of leave without pay include family medical leave, furloughed employees, and military leave without pay.
		Status Date is the date the employee went on leave without pay.
	03	**Employee Terminated**
		Status Date is the date of termination.

The *Status Code* and *Status Date* do not need to change unless there is a change in the employee status. For example, an employee on the June 2010 monthly retirement report will have a *Status Code* of 00 and a *Status Date* of 10311997. The *Status Code* and *Status Date* will not change until such time that the employee is either placed on leave without pay or terminates.

Position Codes		See Appendix E
Salary Amount		For an academic employee, enter the dollar amount of the contract. When reporting wages paid to a local elected official using *Wage Code* 15, 16, or 17, enter the full amount of the regular monthly compensation for the elective office in the *Reporting Wage* field; however, enter the dollar amount of the actual monthly salary paid to the local elected official in the *Salary Amount* field, even though the retiree may actually be receiving a lesser amount as reported in the *Reporting Wage* field. Include decimal when applicable. Numeric.
Salary Code	01	12/12
	05	09/11, 10/11, 11/11
	06	09/10, 10/10
	07	09/09
	08	Other

Reflects the number of months eligible school personnel are employed over the number of months that the *Salary Amount* will be reported to PERS during the state fiscal year (i.e., July through June) For example:

- If a classroom teacher works 10 months during the regular scholastic year (i.e., August through May) and the *Salary Amount* for this 10-month employee will be reported to PERS from August through June, the *Salary Code* should be 05 (i.e., 10-month employee and salary is reported over 11 months).

- If a classroom teacher works 10 months during the regular scholastic year (i.e., August through May) and the *Salary Amount* for this 10-month employee will be reported to PERS from August through May, the *Salary Code* should be 06 (i.e., 10-month employee and salary is reported over 10 months).

- If a college professor works nine months during the regular scholastic year (i.e., September through May) and the *Salary Amount* for this nine-month employee will be reported to PERS from September through May, the *Salary Code* should be 07 (i.e., nine-month employee and salary is reported to PERS over nine months.)

The *Salary Code* should be used for 1) personnel hired at public schools, community colleges, or institutions of higher learning to work only for the academic term and 2) retired local elected officials when the *Salary Amount* is greater than 0. This field should be blank for all other positions.

Position Codes

Position Code	Position	Description
P0000 Employee		
P0010	Employee - General	Any employee who does not fit into one of the other categories (i.e., state, county, municipal, or public school employees)
P0011	Employee	Bus Driver
P0012	Employee	Cafeteria Worker
P0013	Employee	Certificate Public School Teacher
P0014	Employee	Law Enforcement
P0015	Employee	Firefighter
P0020	Employee - Appointed	Superintendents of Education, official appointed to fill non-expired term of an elected official
P0030	Employee	Certificate Public School Employee/Non-Teaching Principals and Assistants, Guidance Counselors
P0040	Employee	Senior/Community/Junior College Instructor/Professor
P0100 State Elected Official		
P0100	State Elected Official	General
P0101	State Elected Official	Lieutenant Governor
P0102	State Elected Official	Representative
P0103	State Elected Official	Senator
P0200 County Elected Official		
P0200	County Elected Official	General
P0201	County Elected Official	Chancery Clerk
P0202	County Elected Official	Circuit Clerk
P0203	County Elected Official	Constable
P0204	County Elected Official	Justice Court Judge
P0300 Municipal Elected Official		
P0300	Municipal Elected Official	General
P0301	Municipal Elected Official	Executive (Mayor)
P0302	Municipal Elected Official	Legislative (Alderperson)
P0303	Municipal Elected Official	Judicial
Highway Safety Patrol Retirement Plan		
H0110	Employee	State Trooper/Sworn Agent
Supplemental Legislative Retirement Plan		
L0101	State Elected Official	Lieutenant Governor
L0102	State Elected Official	Representative
L0103	State Elected Official	Senator
Municipal Retirement Systems These codes apply exclusively to the **19 closed plans administered by PERS**. All other Police Officers and Firefighters, who are members of PERS, are to be designated by the PERS *Position Codes.*		
M0010	Municipal Employee	General (Biloxi and Meridian only)
M0014	Municipal Employee	Police Officer
M0015	Municipal Employee	Firefighter